



# MAHARAJA AGRASEN COLLEGE

University of Delhi  
VASUNDHARA ENCLAVE, DELHI-110096

03.11.2016

## Notice


All the faculty members are requested to kindly submit attendance of the students for the month of October and November 2016 on November 12, 2016 in a format available with the Dealing Assistant (if not already availed).

Faculty members who have submitted the attendance for July, August and September 2016 are requested to submit the attendance for October and November only. In case attendance for previous months have not been submitted it is requested that a consolidated attendance must be submitted latest by **November 12, 2016**.

It is further requested that wherever the teachers are sharing any paper, the attendance for the same must be submitted in consolidation and is to be signed by all teachers sharing that particular paper.

All Teachers-In-Charge are requested to ensure compliance in the matter.

Teachers who have compiled their Internal Assessment for respective papers in the prescribed format (available with the Dealing Assistant) may also submit the same along-with attendance by **November 12, 2016**.

  
Dr. Sunil Sondhi  
Principal

Copy To

All faculty members-email  
College Website  
Attendance Committee

